

MILPERSMAN 1160-030

ENLISTMENTS AND REENLISTMENTS UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	NAVPERSCOM (PERS-81)	Phone:	DSN COM FAX	882-3048/4993 (901) 874-3048/4993 882-2623
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References	(a) OPNAVINST 1160.8A (b) 10 U.S.C. (c) DoD 7000.14-R, Volume 7A, Department of Defense Financial Management Regulation (FMRS) (d) NAVMED P-117, Manual of the Medical Department (e) BUPERSINST 1610.10D (f) OPNAVINST 6110.1J (g) Public Law 112-81, Section 527, National Defense Appropriation Act of Fiscal Year 2012 (h) COMNAVCRUITCOMINST 1130.8 (i) ESRP Policy Memo, CNO ltr N13/120 of 09 Aug 13 (j) DoD Instruction 1304.31 of 12 Mar 13 (k) OPNAVINST 1160.9 (l) DoD Instruction 1341.13 of 31 May 13 (m) BUPERSINST 1900.8D (n) JAGINST 5800.7F (JAGMAN)
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1. **Purpose.** This article contains the general provisions governing certain enlistments and reenlistments in the Active Component (AC) or Reserve Component (RC) under continuous service conditions.

2. **Definitions**

a. **Continuous Service** - Service in the AC or RC that is continued by **reenlistment** under the following conditions:

(1) **Reenlistment.** If a member has previously served an enlistment in the **AC** (not including service as an inductee) or **RC**, member's enlistment therein will be termed as a "reenlistment."

(2) **Reenlistment within 3 months** following discharge or release from AC or RC. A member who is reenlisted on the same day of the month, 3 calendar months from date of discharge, or release from the AC or RC is reenlisted "within 3 months." Sailors reenlisting 3 months or less, prior to the expiration of enlistment or expiration of enlistment as extended, will be considered as having completed current contract.

Example: A member discharged or released from the AC or RC on 7 December may be reenlisted on any day up to, and including, 7 March and retain continuous service.

(3) **Reenlistment within 6 months** following discharge or release from the AC or RC, provided the member is classified "RE-R1" in block 27 of the latest DD-214 Certificate of Release or Discharge from Active Duty. A member who is reenlisted on the same day of the month, 6 calendar months from date of discharge or release from the AC or RC, is reenlisted "within 6 months." For conditions and entitlement to bonuses refer to reference (a).

(4) **"Enlistment (under continuous service conditions)."** Applicable to the enlistment of a member of the AC who enlists in the RC, or a member of the RC who enlists in the AC within the time frames defined above for "continuous service" after expiration of obligated service (EOS) or at any time prior to the EOS.

Note: Enlistment or reenlistment in the RC following discharge from the AC does not prejudice a member's right to reenlist under continuous service conditions in the RC, providing the Sailor meets all eligibility requirements.

b. **Improper Reenlistments** - Reenlistments that occur without documented authorization from a commanding officer (CO) or an officer in charge (OIC). Refer to paragraph 19 for additional guidance.

c. **Creditable Service** - Years of service in the Armed Forces used in the computation of retirement eligibility.

(1) Creditable service for a regular retirement (active duty retirement) is calculated based on day for day of active duty served minus lost time. Any break in service even under continuous service conditions, as described above, is not

considered to be credible for active duty retirement computation.

(2) Creditable service for a non-regular retirement (reserve retirement) is calculated by the number of qualifying years achieved. A break in service, even under continuous service conditions, as described above, may still count for eligibility of a non-regular retirement, providing all other prerequisites have been met to allow for a qualifying year. Refer to references (b) and (c) to determine what constitutes a qualifying year.

3. Eligibility Requirements

a. Members reenlisting in the AC or RC must be:

(1) U.S. citizens;

(2) Noncitizen nationals; or

(3) Immigrant alien members who have been lawfully admitted into the U.S. under an immigrant alien visa for permanent residence.

(a) An immigrant alien who is presently serving satisfactorily in the AC or RC is eligible to reenlist in the Navy without being required to apply for U.S. citizenship.

(b) An immigrant alien who has been in the United States for 4 years beyond the age of majority, who has been lawfully admitted, and who holds an I-551 Permanent Resident Card is eligible for enlistment or reenlistment in the Navy without being required to apply for U.S. citizenship.

b. To be eligible for reenlistment in the AC or RC, members must have been separated from the AC or RC by reason of expiration of enlistment or active obligated service (OBLISERV), fulfillment of military service obligation (MSO), or convenience of the Government. Additionally, the member must:

(1) Be medically qualified per reference (d);

(2) Meet the eligibility standards prescribed, including high year tenure (HYT), as set forth in MILPERSMAN 1160-120;

(3) Have been recommended by his or her CO for reenlistment, as shown on the member's retention recommendation on the last evaluation per reference (e); and

(4) If applicable, have an approved Career Waypoint-Reenlistment (C-WAY-REEN) application quota.

(5) Meet **professional growth criteria** as follows:

(a) Serving as a petty officer; or

(b) Serving in pay grade E-3 and approved for selective reenlistment bonus (SRB) or change of branch from full time support (FTS) (BRCL-32) to a qualified rating or Navy enlisted classification (NEC) code in the AC (BRCL-11); and

(c) The member must, at a minimum, receive a "promotable" recommendation and be recommended for retention as outlined in reference (e). Not observed evaluations are not considered graded.

c. Service performed under a reenlistment that immediately follows discharge is counted toward fulfillment of statutory MSO in the case of members who incurred such obligation under the provisions of the **Military Selective Service Act**, as amended.

d. To determine reenlistment eligibility for members not in compliance with physical fitness assessment (PFA) refer to reference (f).

e. The physical standards for reenlistment are prescribed in chapter 15 of reference (d), which directs use of the periodic health assessment to determine suitability for continued service. Qualification for continued service should be based on the ability of members to perform the functions of their rating, rate, or occupational specialty without physical or medical limitations at sea, shore, or isolated duty.

(1) Waivers of physical defects may be recommended per reference (d). Members who are classified as physically qualified for limited duty only must be given a physical examination, and a report must be forwarded, with appropriate recommendation, to Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) via Chief, Bureau of

Medicine and Surgery (BUMED) in sufficient time to permit a final determination prior to normal separation date.

(2) The CO of a Navy military treatment facility (MTF) is authorized to reenlist a member who is eligible and otherwise qualified, who so desires, and whose enlistment expires while in a patient status, provided it is anticipated that the member will be physically and otherwise qualified for full duty immediately upon discharge from hospitalization. Certification will be made on the report of physical examination for reenlistment that the member is in an inpatient status and that the defect or condition for which the member is undergoing treatment would be unlikely to hinder the member's performance upon return to full duty status immediately upon discharge from hospitalization. The MTF and servicing personnel support detachment (PSD) will ensure the operational screening is completed prior to availability report submission; see MILPERSMAN 1300-800.

(3) Per reference (g), a member who has been found fit for continued naval service by a physical evaluation board (PEB) may not be denied reenlistment for the physical condition for which the member was reviewed and found fit by the PEB. Members must remain compliant with all other eligibility criteria identified in this article:

4. Term of Reenlistment

a. The term of enlistment or reenlistment in the AC or RC will be for a term of **2, 3, 4, 5, or 6 years** per reference (b). The term of the enlistment contract must equal or exceed the period of service for which already obligated. **In all cases,** members reenlisting 3 months or less, prior to the normal expiration of enlistment or enlistment as extended, will be considered as having completed their current contract.

b. Members are precluded from serving beyond their HYT, as outlined in MILPERSMAN 1160-120 or other management control directives, and will be authorized to reenlist for terms as reflected in the appropriate directive. The term of reenlistment will be dependent upon the member's length of service and HYT.

c. FTS personnel must have a 24-month minimum reserve active duty obligation (RADO) for reenlistment. FTS personnel who reenlist will require that the RADO be the same as the term of reenlistment. RADO of less than 24 months must meet conditional extension criteria in MILPERSMAN 1160-040.

d. Members initially enlisted in the AC and completing their statutory MSO in an RC capacity may enlist, provided such enlistment is effected under continuous service conditions and the Sailor meets all eligibility requirements previously discussed in this article.

5. Time Frames for Reenlistment

a. AC and RC Sailors who meet all eligibility requirements and who are physically qualified may be discharged and reenlisted at any time. RC personnel may be discharged at any time for the purpose of enlisting in the AC.

b. RC members accepted for voluntary recall to active duty, including the FTS Program, that require:

(1) OBLISERV in excess of the time remaining in their enlistment;

(2) Enlistment as extended by an operative extension; or

(3) Service obligation under the MSO may be discharged and reenlisted in the RC on the same date of recall to active duty. Agreements by RC members to remain on active duty must be within the term of their current enlistment.

c. RC members, for whom a request for a waiver of any nature must be submitted, are not eligible for reenlistment. Such cases are submitted for consideration to NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) and must be processed per reference (h).

d. Applicants for immediate reenlistment will be questioned regarding any civil offenses since the date of their previous enlistment. If an applicant indicates an earlier arrest for any reason, the applicant must be processed per reference (h).

e. RC members on inactive duty enlistment contracts, who are participating in the RC, and who are eligible for reenlistment will be notified at least 6 months prior to the expiration of their enlistment or service obligation concerning such expiration and the procedures established for reenlistment processing.

f. The Defense Joint Military Pay System recommends personnel reenlist at least 30 days prior to expiration of obligated service (EAOS), or for RC their EOS, to avoid possible pay stoppage or discrepancies.

g. Members should be counseled concerning possible loss of monetary benefits when reenlisting early. Consult reference (a) and this article for additional guidance.

6. **Early Reenlistments.** There is no requirement to forward request to NAVPERSCOM, Active Enlisted Programs Branch (PERS-811) for early reenlistment.

a. This change applies to all Sailors, regardless of whether or not the member is subject to C-WAY-REEN approval. The term of the new enlistment contract must equal or exceed the period of service for which the member is already obligated.

b. Members reenlisting under SRB or enlisted supervisor retention pay contracts must adhere to required additional OBLISERV requirements per references (a), (h), (i), (j), and (k).

c. Members considering transferring education benefits should be counseled, as reenlisting early could interfere with transfer of those benefits outlined in reference (l).

7. **Conditional Reenlistments.** Conditional reenlistments for AC personnel require NAVPERSCOM (PERS-811) approval; RC personnel require NAVPERSCOM (PERS-812) approval as follows:

a. If a member has an aggregate total of 48 months of operative extensions on current enlistment, is eligible for reenlistment, and meet one of the following requirements:

(1) Is AC or FTS and requires additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date prior to submission of such application;

Note: Exception - After receipt of the message of intent, the servicing PSD or the administrative office is the approval authority for personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date.

(2) Has an approved application for transfer to special duty; or

(3) Requires additional OBLISERV to attend a Service school or to complete a tour of duty, whereas an extension of enlistment cannot be executed.

b. Favorable consideration will be given for the purpose of immediate reenlistment when:

(1) Member is not eligible to extend enlistment; or

(2) Member has an approved PFA readiness waiver for administrative separation (ADSEP) processing per reference (d). In this case, reenlistments must be for one 2-year term only. If member fails official PFA while on conditional reenlistment, process member for ADSEP within 45 days of PFA failure.

c. Member with a combat-incurred injury, illness, disease, or defect (as determined by the PEB) who has more than 6 years, but less than 10 years of service, may request to reenlist for a term of 4 years. This will render member eligible to transfer Post-9/11 GI Bill benefits to member's dependents per reference (1). The request must be submitted to NAVPERSCOM, Career Administration Division (PERS-81) for approval of a conditional reenlistment. Requests that do not meet the eligibility criteria (as stated above) will be rejected. If NAVPERSCOM (PERS-81) recommends disapproval of the member's request, the request must be forwarded to the secretarial level - Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN MR&A) for final decision with a recommendation from the Chief of Naval Personnel (CHNAVPERS) via the Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policies Division (N13). Reenlistment request must be approved prior to member being retired or separated due to disability or other reason.

8. Criteria for Preferred Reenlistment (RE-R1)

a. Use the table below for criteria for preferred reenlistment (RE-R1) (if RE-R1 is not applicable use RE-1 or as service record warrants):

Reenlistment Point	Pay grades	Qualifying Criteria
Less than 8 years of service (YOS)-AC/FTS personnel 12 YOS-RC personnel	E-3 and below	RE-R1 not applicable.
	E-4	Pass E-5 advancement exam. Have overall trait average 2.5 or above.
	E-5 and above	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.

8 to 20 YOS-AC/FTS personnel	E-4 and below	RE-R1 not applicable.
	E-5	RE-R1 not applicable for AC or FTS E-5's being separated due to HYT.
12 to 20 YOS-RC personnel, except FTS)	E-5 and above	Overall trait average of 3.0 or above. No performance mark below 2.0 in any trait.
Beyond 20 YOS	E-6 and below	RE-R1 not applicable. E-6 RC personnel, (except FTS) are authorized to 22 YOS.
	E-7 and above	No performance mark below 2.0 in any trait during 48 months immediately preceding reenlistment or EAOS/EOS.

Note: Per reference (m), personnel separated due to reenlistment denial via the C-WAY-REEN module must receive a reentry code of "RE-1E."

b. AC members who are within 2 years of qualifying for transfer to the Fleet Reserve and RC members who are entitled to be credited with at least 18, but not more than 20 years of qualifying service, may not be separated or denied reenlistment under the provisions of reference (b), unless separated under any other provision of law and as set forth in reference (m).

9. Criteria for Not Recommended for Reenlistment (RE-4). Use the below table for criteria for reenlistment (RE-4) determination:

Pay Grades	Qualifying Criteria
All pay grades	<p>Have had one general or special court-martial conviction, two summary court-martial convictions, or a combination of more than two non-judicial punishments or summary court-martial convictions in the year preceding EAOS/EOS or desired reenlistment date;</p> <p>RC personnel who fail to fully comply with initial active duty recall orders;</p> <p>Have been administratively reduced in rate, detached for cause, or issued a letter of substandard service; or</p> <p>Not recommended for reenlistment by the CO.</p>
E-1 and E-2	All receive "RE-4" for failure to meet professional growth criteria, except in special 2-year obligation programs.
E-3	All who fail to meet professional growth criteria described in "Criteria for Preferred Reenlistment" block.
E-4 and below	Average of less than 2.0 in any trait during current enlistment on enlisted performance evaluations.
E-5 and above	<p>Received two or more marks of 2.0 or below in same trait on enlisted performance evaluations during past 36 months; unless specifically assigned due to PFA failures. If marks are the result of PFA failure refer to reference (f);</p> <p>Received any mark of 1.0 or below (in any trait) within 1 year prior to EAOS/EOS or reenlistment request; or</p> <p>Less than 2.5 average in any trait during current enlistment.</p>

10. **Criteria for Discharge from Fleet Reserve for Enlistment or Reenlistment.** A member may be discharged from the Fleet Reserve for purpose of immediate enlistment or reenlistment in the AC, provided the following criteria are met and Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) approval is obtained:

a. Such enlistment or reenlistment is restricted to critical or non-critical ratings with critical NECs, and member must meet all requirements of the Navy occupational standard;

b. Must not have been released from active duty status for more than 4 years and have a reenlistment code of "RE-2;" and

c. Enlistment or reenlistment must not exceed HYT standards set forth in MILPERSMAN 1160-120.

d. A signed acknowledgment by the member stating that participation in the Survivor Benefit Plan automatically ceases upon enlistment or reenlistment, and such benefits become those applicable to AC personnel. This acknowledgment is to be annotated on member's permanent NAVPERS 1070/613 Administrative Remarks. NAVPERS 1070/613 may be accessed by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

11. **Members Who May Not Be Discharged for Reenlistment.** The following members on active duty may not be discharged prior to normal expiration of enlistment and reenlisted:

a. Members in transit following permanent change of station orders where the members would thereby become entitled to mileage payments in excess of those they would otherwise be entitled if discharged and reenlisted at their last permanent duty station. (COs may discharge and reenlist members where excess mileage payments are not involved and was recommended for reenlistment by the member's former CO.)

As used in this paragraph, "in transit" does not include members in the following status:

(1) Temporary duty;

(2) Temporary duty under instruction; or

(3) Temporary additional duty under instruction;

b. Members who have submitted an application for, or who are in receipt of, authorization for transfer to the Fleet Reserve; if members have enough OBLISERV for such transfer see paragraph 7 of this article for conditional reenlistment;

c. Members who have been selected for warrant or commissioned grade in any of the Armed Forces, whose expiration of enlistment (including extensions) is subsequent to date of appointment or commissioning;

d. Members who are pursuing a course of instruction leading to a commission, except as specifically provided in other instructions issued by NAVPERSCOM or Commander, Naval Education and Training Command (CNETC);

e. Members temporarily assigned to a ship or station for humanitarian reasons must request to be discharged for reenlistment via NAVPERS 1306/7 Enlisted Personnel Action Request, and must be approved by NAVPERSCOM (PERS-81) with concurrence from the NAVPERS, HUMMS Reassign/Early Returns Coordinator (PERS-40HH). NAVPERS 1306/7 may be accessed by using the following Web address:
<http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>;

f. Members who have been recalled to active duty as USNR (active) or U.S. Naval Fleet Reserve (USNFR) (active) through the Indefinite Recall Program may not continue on active duty or reenlist USN without approval from BUPERS-32.

g. Members undergoing investigation for alleged offenses awaiting non-judicial punishment or trial by courts-martial, undergoing non-judicial punishment, or serving sentence by courts-martial, including probation with respect to a suspended punitive discharge or confinement; or

h. Members who have rendered themselves ineligible per reference (f).

12. **Discharge After Executing Agreement.** Members who have executed agreements to extend their enlistments may be discharged **prior to the date the extension would become operative** and reenlisted per this article. The term for which they reenlist must be **equal to or greater than the total**

obligation, including the extension being canceled. Review the OBLISERV requirements for SRB and recoupment procedures outlined in the most recent SRB NAVADMIN.

13. Procedures for Personnel Assigned to Individual Ready Reserve (IRR)/Active Status Pool (ASP). Members of the IRR/ASP may be reenlisted by mail. In lieu of a physical examination, the member must submit a signed statement that, to the best of the member's knowledge and belief, member's physical condition is substantially the same as when the member was last physically examined by the Navy. The **Oath of Allegiance**, which is mandatory, must be administered by a commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard (active, inactive, or retired).

14. Payment for Unused Leave, Recoupment of Reenlistment Bonus, and Other Monetary Entitlements

a. Information on reenlistment bonus, mileage, or lump-sum payment for unused leave pertaining to reenlistment is contained in reference (c). Personnel must be fully and properly apprised of monetary entitlements.

b. A member serving on a Navy Reserve enlistment contract on active duty (including FTS canvasser recruiter) desiring discharge and reenlistment may have the unearned portion of the bonus (if paid) recouped per references (a) and (k).

15. Location of Reenlistment. Reenlistment under continuous service conditions may be effected:

a. On board the activity from which discharged within 24 hours following discharge. Reenlistment may be effected on board ship while at sea, provided the necessary pre-reenlistment checklist, including physical exam, has been met. A member transferred to an activity for discharge purposes may be reenlisted per this article. Upon being reenlisted on board the activity to which permanently attached, such member will be retained on board for duty. Persons reenlisting at the activity to which transferred for discharge must be made available for orders per MILPERSMAN 1306-1700.

b. After more than 24 hours following discharge, reenlistment must be effected only at a Navy recruiting station, unless otherwise authorized by specific instructions of

NAVPERSCOM. Reenlistment may be effected for the terms specified in recruiting instructions, but must be effected within the time period prescribed in paragraph 5 of this article, for continuous service credit. For conditions and entitlement to any bonuses consult appropriate directives.

16. **Enlisted Personnel with 30 Years' Active Service.** Active service obligation beyond 30 years normally will be considered for personnel serving in pay grade E-9 only. However, in any case, active service obligation beyond 30 years is not authorized without prior HYT approval from BUPERS-32 and OPNAV (N13).

17. **Official Military Personnel File (OMPF) Updated Upon Reenlistment.** Servicing personnel offices will ensure the electronic service record (ESR) reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

- a. NAVPERS 1070/880 Awards Record;
- b. NAVPERS 1070/881 Training, Education, and Qualifications History;
- c. NAVPERS 1070/886 Member Data Summary;
- d. NAVPERS 1070/605 History of Assignments; and
- e. Permanent NAVPERS 1070/613 Administrative Remarks created at time of reenlistment.

18. **Not Eligible for Reenlistment**

- a. Members who do not meet all the aforementioned requirements may not be enlisted or reenlisted without the consent of NAVPERSCOM (PERS-81).
- b. RC personnel may not reenlist in the AC without approval from the BUPERS (BUPERS-32).

c. FTS personnel may not reenlist in the AC (BRCL-11), likewise AC into the FTS community (BRCL-32), without approval from the BUPERS (BUPERS-32).

19. Improper Reenlistment

a. Reenlistment without the CO's or OIC's retention recommendation and without C-WAY-REEN approval (if required), processed by any means, is considered improper. Two elements that constitute a proper reenlistment are:

(1) Retention recommendation by a member's CO or OIC, found in block 47 of NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6). Chief petty officers are considered recommended for retention, unless specifically not recommended in block 41 of NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) or a recommendation is later withdrawn by a member's CO or OIC via naval correspondence. NAVPERS 1616/26 and 1616/27 may be accessed by using the following Web address: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

(2) If applicable, C-WAY-REEN approval granted by the BUPERS, Enlisted Community Manager (BUPERS-32) for any member directed to use the C-WAY-REEN process.

b. COs and OICs, servicing PSDs, personnel offices, and the individual Service member must consider the following:

(1) COs and OICs will ensure such improper reenlistments do not occur.

(2) Servicing PSDs, personnel offices, and their respective supporting offices must provide oversight to preclude erroneous and fraudulent entries into personnel systems, such as Navy Standard Integrated Personnel System (NSIPS) from occurring.

(3) A reenlistment contract which has been determined to be improper is not binding on the Department of the Navy. A member may be separated on the basis of erroneous reenlistment, per MILPERSMAN 1910-130, and or the best interest of the Service per MILPERSMAN 1910-164.

(4) Reenlistment contracts with clerical errors do not invalidate the contract and are not considered improper reenlistments.

(a) Written request, with documentary evidence (when appropriate), should be submitted to NAVPERSCOM, Records Management Policy Branch (PERS-313) to execute the following corrections:

1. Obvious clerical errors (e.g., name, social security number, date of birth);

2. When it is readily apparent on the face of the contract that a clerical error was made (e.g., a Service member reenlisted for 6 years, but dates provided indicate only a 5-year reenlistment);

3. When the enlistment contract reflects an incorrect branch/class, but the approval was not provided by the appropriate community manager for the member to reenlist in the other branch (as required by paragraph 18 above); or

4. If the correction is mandated by regulation (e.g., reenlistment codes not in line with appropriate regulation).

(b) The member must petition the Board for Correction of Naval Records to request correction to the term of enlistment (number of years), date of reenlistment RADO (months/days), home of record, and other changes.

(5) Immediate superiors in command (ISICs), type commanders (TYCOMs), and commands may direct an administrative investigation, per reference (n), concerning a reenlistment, if that reenlistment is suspected to have occurred under improper circumstances.

20. Responsibilities

a. OPNAV Director, Military Personnel, Plans and Policy (N13) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations, CNO (N1). As such, OPNAV (N13) is the approving authority for reenlistment policy and exceptions to policy.

b. OPNAV Head, Enlisted Force Plans, Policy, and Oversight (N132) is responsible for developing enlisted force management policy in support of CNO (N1). As such, OPNAV (N132) is responsible for reenlistment policy development and execution oversight.

c. BUPERS Head, Enlisted Community Management Division (BUPERS-32) is responsible for managing overall enlisted community health at the echelon 2 level. As such, BUPERS-32 will be consulted on reenlistment policy execution issues.

d. NAVPERSCOM Assistant Commander, Career Progression Department (PERS-8) serves as the echelon 3 Reenlistment Program Manager and is responsible for the overall execution of reenlistment policy, coordination with BUPERS-32 on reenlistment issues, and coordination with OPNAV (N13) for exception to policy decisions.

(1) NAVPERSCOM, Enlisted Career Administration Division (PERS-81) manages reenlistment for AC and FTS Sailors and NAVPERSCOM (PERS-812) manages Selected Reserve Sailors.

(2) NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) manages separation matters.

(3) NAVPERSCOM, Enlisted Retirements Branch (PERS-836) manages Fleet Reserve and retirement.



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON DC 20374-5066

IN REPLY REFER TO

JAGINST 5800.7F
Ser 13/3JM0961.12

JUN 26 2012

JAG INSTRUCTION 5800.7F


From: Judge Advocate General

Subj: MANUAL OF THE JUDGE ADVOCATE GENERAL

Ref: (a) JAGINST 5219.1G
(b) U.S. Navy Regulations, 1990
(c) SECNAVINST 5430.7Q
(d) SECNAV Green Blazer 8U003687 of 23 Apr 88 (NOTAL)

Encl: (1) JAGMAN
(2) Summary of Major Changes

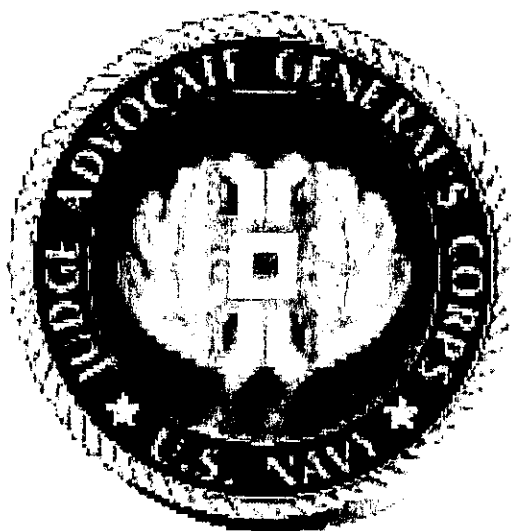
1. Purpose. In accordance with reference (a), to publish the Manual of the Judge Advocate General (JAGMAN), enclosure (1). The JAGMAN has been approved under the authority of the Secretary of the Navy, and, under references (b)-(d), the Judge Advocate General. Enclosure (2) lists major changes.
2. Cancellation. JAGINST 5800.7E of 20 Jun 07 is cancelled.
3. Action. The JAGMAN is effective on the date of this document and is applicable throughout the Department of the Navy as a regulation. Proposed changes to the JAGMAN should be forwarded to the Office of the Judge Advocate General, Administrative Law Division (Code 13), 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374.
4. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV M-5210.1.


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Acting

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(JAGMAN)**



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retaining civilian lawyers.

(d) Civilian contractor personnel who are U.S. citizens and are serving with or accompanying U.S. forces in a theater of operations, and produce documentation of an employment contract that requires the U.S. government to provide legal assistance, may be provided with services as addressed in the contract. If the employee's contract does not specify services, services shall be limited to notarizations and provision of deployment-related powers-of-attorney.

(9) Members of allied forces and their dependents in the United States, serving with the Armed Forces of the United States.

(10) A 20/20/20 un-remarried former spouse as defined in 10 U.S.C. § 1072.

(11) Spouses, former spouses, and children who are victims of abuse by members losing the right to retired pay under 10 U.S.C. § 1408(h).

(12) Dependents of members separated for dependent abuse consistent with the transitional compensation provisions of 10 U.S.C. § 1059.

(13) Other persons authorized by the JAG.

0706 PERSONAL AND PRIVILEGED CHARACTER OF SERVICE

a. In general. Information and files pertaining to legal assistance clients are private and privileged under law and applicable professional rules and guidelines. Such information and files shall not be disclosed to anyone by the attorney providing legal assistance, except upon the specific permission of the client or when the attorney determines that disclosure is authorized or required by law or applicable rules of professional conduct. Disclosure of such information cannot be authorized or made lawful by order of superior military authority.

b. Information requests by commanding officer. After the formation of an attorney-client relationship, information concerning a service member's appointments or meetings with a legal assistance attorney or legal staff assistant may not be disclosed, unless an exception to the attorney-client privilege applies or the client gives informed consent.

0707 LEGAL ASSISTANCE SERVICE TIERS

a. The following provides the priority for legal readiness services.

(1) Tier I services. Tier I services are standard legal readiness services/first priority services. Advice or services regarding the following matters are normally available to eligible persons but may be limited due to availability of a qualified attorney or other resources:

(a) Basic foreclosure advice and counseling.

(b) Consumer finance issues, including:

(1) Consumer fraud/identity theft issues advice, counseling, and action to resolve.

(2) Consumer protection statutes (federal and state) advice, counseling, and action to resolve.

(3) Consumer services/motor vehicle contract and financing review, advice and counseling (excluding real estate purchase and sale contracts), and action to resolve.

(4) Credit/Debt collection advice, counseling, and action to resolve.

(5) Credit report counseling, advice, and action to resolve.

(6) General indebtedness, government indebtedness, involuntary allotment, and garnishment issues advice, counseling, and action to resolve.

(7) Payday loan/Predatory Lending advice, counseling, and action to resolve.

(c) Crime victim information and advice (regardless of whether victim elected unrestricted or restricted (confidential) reporting of a sexual assault), to include:

(1) Victim/Witness Program, including the rights and benefits afforded the victim (including those under 10 U.S.C. § 1565b), the role of the Victim Advocate and what privileges do or do not exist between the victim and the Victim Advocate, and the nature of the communication made to the Victim Advocate as opposed to those made to the legal assistance attorney;

(2) The differences between restricted and non-restricted types of reporting in sexual assault cases;

(3) General information concerning the military justice system including the roles and responsibilities of trial counsel, defense counsel, and the investigators; this may include the ability of the government to compel testimony;

(4) Services available from appropriate agencies or offices for emotional and mental health counseling and other medical services;

(5) The availability of and protections offered by civilian and military restraining orders;

(6) Eligibility for and benefits potentially available as part of the transitional compensation benefits established in 10 U.S.C. § 1059 and in other state and federal victims' compensation programs;

(7) Traditional forms of legal assistance involving matters such as leases, taxes, consumer affairs, estate planning and powers of attorney; and

(8) Other additional rights or benefits provided under DoD

Directive 1030.01 Victim and Witness Assistance, DoD Instruction 1030.2 Victim and Witness Assistance Procedures, SECNAVINST 5800.11 (series) Victim and Witness Assistance Program, OPNAVINST 5800.7 (series) Victim and Witness Assistance Program, SECNAVINST 1752.4 (series) Sexual Assault Prevention and Response, SECNAVINST 1752.3 (series) Family Advocacy Program, JAGINST 5801.2 (series) Navy-Marine Corps Legal Assistance Program, COMNAVLEGSVCCOMINST 5800.1 (series) Naval Legal Service Command Manual, and service-specific or subsequent regulations.

(d) Demobilization briefings, to include information on the Uniformed Services Employment and Reemployment Rights Act (USERRA).

(e) Dependent nonsupport/support counseling, advice, and document drafting (regarding service support obligations).

(f) Deployment briefings and assistance.

(g) Disaster relief support/advice.

(h) Family Care Plan and court custody orders advice and counseling.

(i) Family Law Advice, including:

(1) Basic child custody, child support and child visitation counseling and advice.

(2) Basic divorce, dissolution, annulment counseling, and advice.

(3) Basic separation agreement and spousal support agreement counseling and advice.

(j) Military rights under the Servicemembers Civil Relief Act (SCRA).

(k) Naturalization and immigration advice and counseling.

(l) Notary services.

(m) Paternity advice and counseling.

(n) Power of Attorney (General Power of Attorney and Special Power of Attorney) advice and drafting.

(o) Preventative law briefings.

(p) Simple estate planning to include advice, counseling, drafting and document execution of:

(1) Basic Wills.

(2) Advance Health Care Directives.

(3) Death Gratuity, unpaid pay and allowances, and DD93 advice and drafting.

(4) Durable Financial/Property Management Powers of Attorney.

(5) Health Care Powers of Attorney.

(6) Pre-residuary and residuary trusts for minors, including Uniform Gifts to Minors Act (UGMA)/Uniform Transfer to Minors Act (UTMA) accounts and nomination of guardians/conservators.

(7) Servicemembers' Group Life Insurance (SGLI) advice and SGLI beneficiary designation drafting.

(8) "Page 2" dependent designations.

(q) Tenant advice and counseling, to include security deposits, early termination and SCRA protections.

(2) Tier II services. Tier II services are second priority services. Advice or services regarding the following matters are normally available to eligible persons but may be limited due to availability of a qualified attorney or other resources:

(a) Adoption advice and counseling limited to:

(1) Step-parent adoption advice and counseling.

(2) Navy/DoD adoption reimbursement and adoption tax credit and deduction advice and counseling.

(b) Guardianship (Conservatorship) of the person advice and counseling.

(c) Guardianship of the estate advice and counseling, limited to the estates of dependent minor children of servicemembers who died while on Active Duty.

(d) Immigration paper-work filing, review, and advice for dependents.

(e) Small claims court pro se pleadings advice, counseling, and drafting.

(f) Service as a temporary guardian to a mentally incompetent servicemember for purposes of Department of Defense proceedings conducted under 37 U.S.C. §§ 601-604, and under Bureau of Medicine and Defense Finance and Accounting Service regulations. This service shall only extend until the appointment of a permanent guardian by a qualified court.

(3) Tier III services. Tier III services are third priority services not normally provided by active duty military legal assistance providers. In rare circumstances where Tier I and Tier II support is fully established, addressed and sustainable, support in the following matters shall only be extended to eligible clients by fully qualified providers with the express permission of the unit Commanding Officer, or for the Marine Corps, the SJA to CMC (Code JA) or his designee.

(a) Bankruptcy advice and counseling.

(4) Durable Financial/Property Management Powers of Attorney.

(5) Health Care Powers of Attorney.

(6) Pre-residuary and residuary trusts for minors, including Uniform Gifts to Minors Act (UGMA)/Uniform Transfer to Minors Act (UTMA) accounts and nomination of guardians/conservators.

(7) Servicemembers' Group Life Insurance (SGLI) advice and SGLI beneficiary designation drafting.

(8) "Page 2" dependent designations.

(q) Tenant advice and counseling, to include security deposits, early termination and SCRA protections.

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(a) Adoption advice and counseling limited to:

(1) Step-parent adoption advice and counseling.

(2) Navy/DoD adoption reimbursement and adoption tax credit and deduction advice and counseling.

(b) Guardianship (Conservatorship) of the person advice and counseling.

(c) Guardianship of the estate advice and counseling, limited to the estates of dependent minor children of servicemembers who died while on Active Duty.

(d) Immigration paper-work filing, review, and advice for dependents.

(e) Small claims court pro se pleadings advice, counseling, and drafting.

(f) Service as a temporary guardian to a mentally incompetent servicemember for purposes of Department of Defense proceedings conducted under 37 U.S.C. §§ 601-604, and under Bureau of Medicine and Defense Finance and Accounting Service regulations. This service shall only extend until the appointment of a permanent guardian by a qualified court.

(3) Tier III services. Tier III services are third priority services not normally provided by active duty military legal assistance providers. In rare circumstances where Tier I and Tier II support is fully established, addressed and sustainable, support in the following matters shall only be extended to eligible clients by fully qualified providers with the express permission of the unit Commanding Officer, or for the Marine Corps, the SJA to CMC (Code JA) or his designee.

(a) Bankruptcy advice and counseling.

(b) Drafting of Family Law/Domestic Relations Documents, including:

- (1) Drafting of child custody, child support, and child visitation documents.
- (2) Drafting of divorce, dissolution, and annulment documents.
- (3) Drafting of separation and spousal support agreements.

(c) Federal and state tax advice and counseling.

(4) Tier IV services. Tier IV services are the lowest-priority services not normally provided by active duty military legal assistance providers. In rare circumstances where Tier I and Tier II support is fully established, addressed and sustainable, support in the following matters may be balanced against Tier III services and extended to eligible clients by fully qualified providers with the express permission of the unit Commanding Officer, or for the Marine Corps, the SJA to CMC (Code JA) or his designee. These qualified providers might include Reserve Judge Advocates and civilian subject matter experts, or in rarest of circumstances, fully qualified military legal assistance providers.

(a) Expanded Legal Assistance Program (ELAP) cases:

- (1) Adoption.
- (2) Bankruptcy.
- (3) Consumer law issues.
- (4) Probate filing and hearings.
- (5) Uncontested divorce or dissolution.
- (6) Uncontested separation.

(b) Complex estate planning to include advice, counseling, drafting and document execution of the following:

- (1) Credit shelter trusts and disclaimer credit shelter trusts.
- (2) Marital deduction trusts.
- (3) Qualified Domestic Trusts (QDT) when a foreign national spouse is the client's beneficiary.
- (4) Qualified Terminable Interest Property (QTIP) trusts.
- (5) Special Needs Trusts or Supplemental Needs trusts, under the supervision of a civilian subject matter expert.
- (6) Tax and Cost Analysis of Survivor Benefit Plan Election.

(c) Real estate purchase agreement contract review and explanation of terms. No drafting of real estate purchase or sale contracts

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The US Navy, Immigration

Story Number: NNS161109-11 Release Date: 11/9/2016 1:51:00 PM

AAA  

From U.S. Citizenship and Immigration Services Public Affairs

WASHINGTON (NNS) -- Every year, U.S. Citizenship and Immigration Services (USCIS) works with the Department of Defense (DoD) to naturalize thousands of immigrants who are currently serving in the U.S. Armed Forces.

Since Oct. 1, 2001, USCIS has naturalized over 118,000 members of the military, with 11,240 of those service members becoming citizens during USCIS naturalization ceremonies in 35 foreign countries.

USCIS has partnered with the DoD to ensure the military community has accurate information about immigration services and benefits. USCIS not only provides training to military lawyers, but regularly conducts educational seminars and other classes on military installations around the country, answering questions about naturalization and other immigration services and benefits.

In addition to educational seminars, USCIS employees regularly conduct adjustment and naturalization interviews and oath ceremonies for military members and their family members on military installations within the USCIS offices' jurisdictions.

USCIS brings immigration services to the troops wherever they serve, and naturalized more than 8,500 members of the military in 10 countries overseas this past fiscal year. USCIS seeks to ensure the military naturalization process is convenient, expedited, and secure so service members receive the honor of citizenship on behalf of a grateful nation.

BACKGROUND

Special provisions of the Immigration and Nationality Act authorize USCIS to expedite the naturalization process for current members of the U.S. Armed Forces, Selected Reserve of the Ready Reserves, and veterans.

In general, only citizens and lawful permanent residents (green-card holders) of the United States may enlist in the U.S. Armed Forces. Only U.S. citizens may become officers.

Under special provisions in Section 329 of the Immigration and Nationality Act, the president signed an executive order July 3, 2002, authorizing all noncitizens who have served honorably in the U.S. Armed Forces on or after Sept. 11, 2001, to immediately file for citizenship. This order also covers veterans of certain designated past wars and conflicts. The authorization will remain in effect until a date designated by a future presidential executive order.

DESIGNATED WARS AND CONFLICTS

World War I: April 6, 1917 - Nov. 11, 1918
 World War II: Sept. 1, 1939 - Dec. 31, 1946
 Korea: June 25, 1950 - July 1, 1955
 Vietnam: Feb. 28, 1961 - Oct. 15, 1978
 Persian Gulf: Aug. 2, 1990 - April 11, 1991
 Enduring Freedom: Sept. 11, 2001 - Present

QUALIFICATIONS

A member of the U.S. Navy must meet the requirements and qualifications to become a citizen of the United States. He or she must demonstrate:

- *Good moral character,
- *Knowledge of the English language,
- *Knowledge of U.S. government and history (civics), and
- *Attachment to the United States by taking an Oath of Allegiance to the U.S. Constitution.

All Sailors going through basic training, or technical school, fall under Title 10 and are considered active-duty personnel for the naturalization process. In addition, military orders greater than 30 days also qualify as support to Title 10 and qualify for the expedited naturalization process. Proof of service through a DD-214 is required for expedited service.

Qualified Sailors are exempt from other naturalization requirements, including residence and physical presence in the United States. These exceptions are listed in Sections 328 and 329 of the INA.

A person who obtains U.S. citizenship through his or her military service and separates from the military under "other than honorable conditions" before completing five years of honorable service may have his or her citizenship revoked.

HOW TO APPLY

Every military installation has a designated point-of-contact, generally in the personnel division or the Judge Advocate General's Office, to assist members of the military prepare and file their naturalization application packet. That packet includes:

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GREAT LAKES, Ill. (January 20, 2016) * Fireman Jasmine Thapa, 19, from Pokhara, Nepal, recites the Oath of Citizenship during a naturalization ceremony at (RTC) here, Jan. 20. Since 2010, U.S. Citizenship and Immigration Services (USCIS), in partnership with the U. S. Navy and RTC, have expedited citizenship for more than 4,000 recruits during basic training. (Official U. S. Navy photo by Scott A. Thornbloom)

January 27, 2016

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*Application for Naturalization, USCIS Form N-400 (Members of the military are not charged a fee to file the Form N-400.)

*Request for Certification of Military or Naval Service, USCIS Form N-426 (The military must certify this form before sending it to USCIS. Individuals separated from the military may submit an uncertified Form N-426 with their DD Form 214.)

In addition, USCIS and the DoD have partnered to conduct the naturalization process, including the capture of biometrics, the naturalization interview and administration of the Oath of Allegiance on the military installation during basic training.

Participating installations include Fort Benning, Georgia; Fort Jackson, South Carolina; Fort Leonard Wood, Missouri; and Fort Sill, Oklahoma; Naval Station Great Lakes; Lackland Air Force Base, San Antonio; and Marine Corps Recruit Depot, Parris Island, South Carolina; and San Diego.

For more information, visit www.navy.mil, www.facebook.com/usnavy, or www.twitter.com/usnavy.

For more news from Navy Public Affairs Support Element, visit <http://www.navy.mil/local/npasehq/>.

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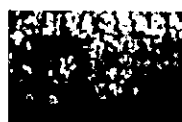
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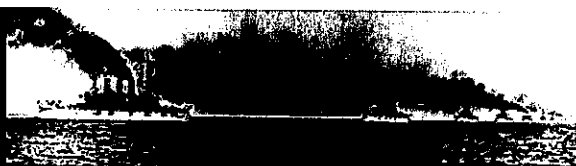
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The Customer Service Center 1) provides a dedicated staff of agents prepared to assist with a wide variety of issues important to our customers via telephone call, e-mail or chat; 2) allows other NPC departments to focus more on key roles within the organization; 3) enables NPC to gather and analyze customer data to provide more accurate, more timely and more responsive data to the Fleet.

SELECTION BOARD STATUS



Click left to verify receipt of your LTB or search our knowledge base. A CAC as well as a user ID/password are required for access. For assistance with a password, please e-mail us at uasknpc@navy.mil or contact us via Live Chat.

*****NOTE*** Users with CA-40 or higher certificates on their CAC may experience technical difficulties in accessing the knowledge base. If experiencing such an issue, please e-mail or chat with us and we will be happy to provide you with the status of your LTB.**



Available from 07:00 - 18:30 (Central), Mon - Fri, except federal holidays. Our chat has a **built-in language translator feature**. When submitting a question via chat, our customers can let us know what language they speak. Our customer service agents will then be better prepared to assist.



***** We want to hear from you! *****

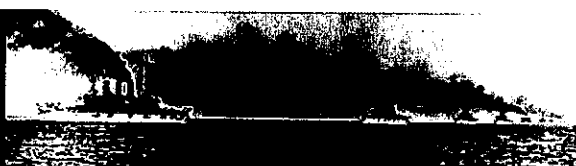
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***** Did You Know? *****

The Real-Time Automated Personnel Identification System (RAPIDS) website <https://www.dmdc.osd.mil/rsi/> can provide the location of the nearest DEERS ID card office/lab based upon the user information provided. Veterans, family members, etc. may utilize this web service without restriction, i.e. CAC or password.

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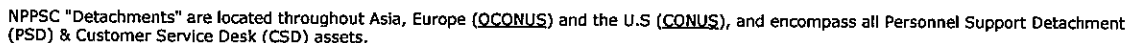
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Also, health benefits could be denied if DEERS is not updated to reflect new information. DEERS enrollment can be verified at 1-800-538-9552.

To update your address in DEERS, click the link below or visit a local personnel office with a Uniformed Services I.D. card facility.

CAC / ID Cards: Common Access Card (CAC) / Military Identification (ID) cards are required for access to military installations and facilities to include commissaries, exchanges, medical and dental facilities, etc. Additionally, entry in the Defense Enrollment Eligibility Reporting System (DEERS) is required for medical and dental benefits. Information from the Service members' Page 2 [Record of Emergency Data] is entered into the DEERS system. The Page 2 should be updated whenever there is a change in family member status such as a new child, change of address, divorce, etc.

For family members, an ID card can be obtained at your local Personnel Support Detachment (PSD) with proper documentation and an application signed by a military sponsor. They can also be obtained at other military service bases.

For issuance of any CAC, applicants must bring two forms of approved ID, one of which must bear a photo (e.g., passport, driver's license or current/expired CAC).

Additional Information can be found at the [DEERS/RAPIDS/CAC Id Card Protect Office website](#).

[illegible]

Save time by making an appointment for Identification Card Services and DEERS updates.

Remember to bring 2 forms of government issued Identification.

- RAPIDS Appointment Scheduler
- DEERS Website (Address Update)
- RAPIDS Site Locator

Electronic Service Records: Available for all Enlisted Sailors (link below)

The Navy has officially launched the Electronic Service Record (ESR) within the Navy Standard Integrated Personnel System (NSIPS).

The vision is for ESR to replace the current paper-based Field Service Record with an electronic records management application, automating most service record maintenance, and providing individual service members, personnel offices (PERSO) and customer commands secure worldwide access to service record data via the Internet.

All active-duty and drilling Reserve Sailors can access their ESR by signing up for a self-service ESR account on the NSIPS Web page using a Common Access Card (CAC)-enabled computer. (link below)

Sailors will be able to view their own records, as well as make minor changes, including emergency contact information, home and mailing address, official email address, and personal info such as race, religion and ethnic code. Navy Reserve Sailors can also put in their civilian employment information.

Commanding officers, executive officers, command master chiefs, and pass liaison representatives may obtain read-only access for Sailors in their Unit Identification Code by contacting their NSIPS access manager.

References

Find a PSD (CONUS)

Find a PSD (OCONUS)

OPNAV 1000.23C PASSMAN)

CPC Resources/References

System Access

Transaction Online Processing System (TOPS)

Electronic Service Records

Emergency Disaster Information

The Navy Pay & Personnel Hurricane Hotline is a toll free number to provide travel advance / claim information and assistance to those Sailors, government civilians, and their dependents who have been ordered to evacuate due to hurricane or natural disaster. Hotline Fax: 1-866-239-0303 Hotline Email: EVACUATIONS.NAVY.MIL

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Commissioning Programs

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"Ever want more from your military career? Do you have your bachelor's degree? Ever think about becoming an Officer through the Officer Candidate School (OCS) program but perhaps don't have a clue how to get there? We have put together everything you need to get started on your OCS application and how to submit your OCS package to Commander, Navy Recruiting Command (CNRC) in accordance with OPNAVINST 1420.1B, Chapter 4."

OCS-related Frequently Asked Questions (FAQ)

Pre-Entry Physical Training Plan

USN Fleet OCS Brief

OCS Application Checklist

What Happens Next

OCM link for Age Waivers

Fillable Officer Interview Forms

Fillable Officer Program Application Form

Fillable Officer Tattoo Screening Form

To view the Program Authorizations (PA) for Officer Candidate School (OCS) click on the below link:

Program Authorizations (PA)

FY17 Board Schedule

For all questions regarding this program send an email to ocsquestions@navy.mil

SEAMAN TO ADMIRAL-21 (STA-21)

FY-16 Seaman to Admiral - 21 Program Announcement

FY -15 Seaman to Admiral - 21 Brief

Commissioning Programs Manual [OPNAVINST 1420.1 \(Series\)](#)

Name of Program	OPNAVINST Reference	MPM ART
LDO/CWO	OPNAVINST 1420.1 Chapter 7	
MECP	OPNAVINST 1420.1 Chapter 5	1131-050
MSC/IPP	OPNAVINST 1420.1 Chapter 6	1100-040
U.S. Naval Academy	OPNAVINST 1420.1 Chapter 3	
OCS	OPNAVINST 1420.1 Chapter 4	
STA-21	OPNAVINST 1420.1 Chapter 8	NAVADMIN 061/15
Uniformed Services University		
U.S. Merchant Marine Academy		

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» Additional Duties

Navy Personnel Command > Career Info > Career Counseling > Additional Duties

Command Career Counselors are frequently tasked with additional duties, such as

- Sponsor Coordinator
- Command Indoc Coordinator
- Education Services Officer (ESO)
- Command PASS Coordinator (CPC)
- Enlisted Manpower
- Leadership Development Program (LDP) Coordinator

Use links provided to locate supporting information and references for some of the more common collateral positions.

View Sponsor / Command Indoc Resources

[OPNAVINST 1740.3C](#)

View ESO Resources

[\(NPC\) Education Opportunities](#)

[\(NKO\) Navy Advancement Center](#)

[NEAS](#)

View LDP Coordinator Resources

[OPNAVINST 5351.2](#)

[NAVADMIN 272/08](#)

[\(NPC\) 5 Tips user aids](#)

View CPC Resources

[\(NPC\) CPC Resources](#)

[\(MPTE\) Pay/Pers SOPs](#)

View BBD Management Resources

[\(NPC\) BBD](#)

[\(NPC\) Placement](#)

[\(NPC\) 5 Tips user aids](#)

[PACT Manning within Command](#)

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► Training

Navy Personnel Command > Career Info > Career Counseling > Training

Training Resources

Links to approved and recommended training materials supporting Sailor Career Development and Command Career Development Programs are provided below. Materials include those the CCC should use to train Sailors, those the CCC should use to train Department/Division Counselors and those supporting NC/CCC professional development.

FY16 Department of Defense Preseparation Counselor Training Course Announcement (UPDATE)

We are no longer accepting applications for the FY16 DOD Preseparation Counseling Course. All classes are full.

FY17 Department of Defense (DoD) Preseparation Counselor Training Course Announcement

DOD Preseparation Training Course Quota Control

NCCS(AW/SW) Sara Reynolds
Navy Region Mid-Atlantic
sara.reynolds@navy.mil

Fleet Engagement Team Schedule

View Resources to Train Sailors

[\(NPC\) Plain Talk \(series\)](#)

[Personnel Records Review \(APR 2013\)](#)

View Resources to Train Dept/Div CC

[CDTC Online Career Tools \(JUN 2013\)](#)

View System-Specific Resources

[\(NPC\) CIMS](#)

[\(NPC\) CMS-ID](#)

[\(NPC\) C-WAY](#)

[\(NKO\) NSIPS, ESR, CIMS](#)

View Task-Specific Resources

[\(NPC\) 5 Tips user aids](#)

View NC/CCC Training Resources

[\(NPC\) Navy Counselor](#)

[\(NPC\) CCC Toolbox](#)

[\(NPC\) 5 Tips \(series\)](#)

[\(NKO\) LaDR](#)

[Navy COOL](#)

[USMAP](#)

[Rating Roadmaps](#)

[Transition GPS Brief CCC Training](#)

Career Development Training Course

[CDTC Part 1 of 3](#)

[CDTC Part 2 of 3](#)

[CDTC PART 3 of 3](#)

[CDTC PDF Part 1 of 2](#)

[CDTC PDF Part 2 of 2](#)

First Term Success Workshop

[FTSW Part 1 of 7](#)

[FTSW Part 2 of 7](#)

[FTSW Part 3 of 7](#)

[FTSW Part 4 of 7](#)

[FTSW Part 5 of 7](#)

[FTSW Part 6 of 7](#)

[FTSW Part 7 of 7](#)

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» Career Toolbox

Navy Personnel Command > Career Info > Career Toolbox

Get the most from your Navy Career ...

It is important that you be thoroughly familiar with and use your Navy Career Tools. If you do not use them you will miss the opportunities and advantages provided for you.

Get started -

1. Download and review the **Sailor Career Toolbox** user aid, (updated 15 MAY 2017, click hyperlink on the right)
2. Establish your online accounts.
3. Use Career Tools to manage your Navy career.

IMPORTANT: You must be proactive and take all necessary actions to verify your personnel records are current, accurate and complete. Doing so will ensure your career achievements are available when reviewed for advancement, selection for retention or special programs, and/or assignment to desired jobs.

- **Personnel Records Review** - a step-by-step inventory of your OMPF and ESR for completeness and accuracy. (Interactive MS Word document updated 26 FEB 2016)
- **"Review Your OMPF and ESR"** - an illustrated guide that supports the "Personnel Records Review" user aid. (MS Powerpoint brief updated 26 FEB 2016)
- **How to maintain accurate Personnel Records** - 3 steps to ensure accuracy of personnel records - for Sailors, Commands, and Personnel Support Detachments (pdf document updated 19 DEC 2016)
- **Pay/Personnel/Travel Standard Operating Procedures** - detailed guidance on who should do what and when (including your own responsibilities when Initiating and verifying transactions). (Online system; CAC required. Users must now register for an INAVY account: <https://inavy.accessrequest.portal.navy.mil>.)
- **NAVADMIN 043/15, Guidance for Using Pay and Personnel Standard Operating Procedures** - All Navy [includes Sailor, CPC, CCC, ESO, PSD, CSD, etc.] are directed to use the SOPs when performing pay and personnel transactions.

Manage Personnel and Career Information -

Use these systems to view, verify and update your Navy personnel records.

- **Official Military Personnel File (OMPF)** - My Record
- access via [BUPERS Online](#)
- **Electronic Service Record (ESR)**
- access via [NSIPS](#)
- **U.S. Navy Awards**
(also known as NDAWS)
- **Performance Summary Record (PSR)**
- access via [BUPERS Online](#)
- **Physical Readiness Information Management System (PRIMS)**
- access via [BUPERS Online](#)
- **Electronic Training Jacket (ETJ)**
- **Joint Services Transcript**

Enhance Professional and Personal Growth -

Use these systems to enhance your knowledge, skills, education, and career opportunities.

- **Navy eLearning (NeL)**
- **Navy Credentialing Opportunities On-Line (Navy COOL)**
- **United Services Military Apprenticeship Program (USMAP)**
- **Sailor/Marine Online Academic Advisor (SMOLAA)**
- access via [JST \(SMART\)](#)

Explore Career Opportunities -

Use these systems to explore career options and submit job applications.

- **Career Management System - Interactive Detailing (CMS-ID)**
- **Career Waypoints** - your CCC must access the system on your behalf
- **Navy College Program**

Please send feedback and recommendations for improvement to this website and its contents to elizabeth.mcorath@navy.mil.

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Information Sheet

[Sailor Career Toolbox](#)

[CCC Toolbox](#)

[CPPA Toolbox](#)

User Aids

[Detailing Countdown](#)

[Plain Talk \(series\)](#)

NPC Web Resources

[Personnel Records](#)

[CPPA Resources](#)



› Education Opportunities

Navy Personnel Command > Career Info > Education.

Educational opportunities abound while you are in military service. Whether you are looking for additional military training, seeking to earn an advanced degree, or simply wanting to improve your mind, the Navy has an educational match for you.

For Enlisted

NAVADMIN 114/14

Change in Education point computation for enlisted advancement.

Navy Advancement Manual - BUPERSINST 1430.16F

Advancement Manual for the Advancement of Enlisted Personnel of U.S. Navy and U.S. Navy Reserve

Senior Enlisted Academy (SEA)

A 12-week (9-weeks online and 3-weeks on campus) educational course located in Newport, RI. The SEA's mission is to further develop Senior Enlisted leaders in decision-support for command, staff, management, and leadership positions of Naval, Joint, and Multinational environments. The course provides Senior Enlisted Leaders an understanding of national security strategy, Joint Force Operations, and leadership skills with a focus on ethics, flexibility, and mission goals in a global environment.

STA-21 Commissioning Program

The STA-21 Commissioning Program is designed to allow superior active duty Sailors to receive a college education and become commissioned officers in the Unrestricted Line (URL), Special Duty Officer (Intelligence), Nurse Corps (NC), Supply Corps (SC), or Civil Engineer Corps (CEC).

For Officers

Naval War College

Students go to the Naval War College to pursue a rigorous 10-month course of postgraduate studies in one of three core areas. These core areas focus on Strategy and Policy, National Security Affairs, and Joint Military Operations.

Command Leadership School

The Command Leadership School houses the Prospective Commanding Officer Course and the Prospective Executive Officer Course. The CNET hosted link allows members to prepare for the school and their next command.

Naval Postgraduate School

Provides an outstanding opportunity to complete a graduate degree in a variety of technical and non-technical programs.

Graduate Education Voucher

GEV provides an opportunity for URL officers to earn a funded master's degree. Link provides detailed information about the program.

For All Service Members

[Joint Services Transcript](#)

[Navy College Program](#)

[Navy COOL](#)

[Tuition Assistance](#)

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» Pay and Benefits

Navy Personnel Command > Career Info > Pay and Benefits

Navy Pay and Benefits

Navy Pay - The Basics

Basic Pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS) are the fundamental components of military pay. Members who are married or have legitimate dependents are paid at a higher rate.

An official military resource, [myPay](#) brings your pay information right to your computer in a secure, user-friendly environment. You can view online many pay items and even make changes to some without completing paper forms. With myPay, you can access your Leave and Earnings Statement (LES), elect whether to receive your LES in paper or electronic format only, make changes to your Thrift Savings Plan, plus more. myPay, formerly E/MSS, connects active duty, reservists, retirees, and DoD civilians to their pay information.

The [Military Compensation](#) website addresses military pay and benefits for current members, retirees, and survivors of retirees. Provided by the Office of the Under Secretary of Defense for Personnel and Readiness site defines the compensation available to military members.

Special and Incentive Pay

In addition to basic pay elements, a special, incentive, or critical skills pay is given to qualified personnel who possess specific or unique skills, or ones at a critical shortage. The Navy compensates individuals possessing special talents to retain them for specified periods of time. Military members are also compensated financially for circumstances such as separation from family, hazardous duty, or special duty.

Critical Skills Enlistment and Reenlistment Bonuses

The military has established checks and balances to ensure a complement of skills remain in military service. When any of the critical skills become scarce, the Department of Defense offers a financial incentive in the form of bonuses.

Overseas Housing Allowance(OHA)

The Overseas Housing Allowance, or OHA, is paid to service members who live in private housing at their overseas duty station. OHA helps offset your housing costs, which are made up of rent, utility and recurring maintenance expenses, and move-in housing allowance (MIHA). Get current housing allowances for members stationed overseas at the [Defense Travel Management Office OHA](#) website.

Clothing Allowances

Enlisted personnel are issued a complete wardrobe when they begin active duty. On each enlistment anniversary, a lump sum replacement/maintenance allowance is paid. Also, those eligible to promote to Chief Petty Officer receive a special allowance to offset the initial expense of purchasing a new wardrobe of uniforms; thereafter, they receive a set annual replacement allowance.

Tax Advantages

Serving in the military has a huge advantage. When you look at your pay, add into the equation the "invisible" tax advantages sheltering BAH, BAS, and Social Security (FICA) not applied to special pay, and depending on legally declared residency, an absence of state income tax.

Additional tax relief is given when you make purchases at the military Exchange, Commissary, Package stores, and veterinarian. These tax advantages may be difficult to quantify, but anytime you receive discounts or do not pay tax because of your military affiliation, it is real cash back into your wallet. Shopping in military facilities also represents savings as the lower prices of items reflect government subsidy.

Retirement Pay

The following applies to members who retire prior to 31 Dec 2006:

After completing only 20 years of honorable service, a military retiree would receive 50% of the permanent basic pay. Each year of service thereafter adds an additional 2.5% until 30 years of service is reached, at which the retiree would receive 75% of the permanent basic pay as retirement income."

The following applies to members who retire after 31 Dec 2006 and prior to 31 Dec 2017:

In the case of a member who retires after December 31, 2006, with more than 30 years of creditable service, the percentage to be used is the sum of 75 percent and the product (stated as a percentage) of 2 1/2 and the member's years of creditable service) in excess of 30 years of creditable service. In other words, for people who retire after December 31, 2006, the 75% at 30 years cap is no longer in effect.

Beginning 1 Jan 2018, the new [Blended Retirement System](#) goes into effect.

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Employer of Choice Videos

[Tax Benefits](#)

[Leave Benefits](#)

[Retirement Benefits](#)

[Quick Links](#)

[Basic Pay](#)

[BAH](#)

[BAS](#)

[Blended Retirement System](#)

[Defense Travel Management Office](#)

[DFAS](#)

[Family Subsistence Supplemental Allowance FAQ](#)

[Military Leave](#)

[myPay](#)

[Savings Deposit Program \(SDP\)](#)

[Thrift Savings Plan](#)

[TRICARE](#)

[Uniform Allowance](#)

[Update Your DEERS Record](#)

[Insurance and Medical Links](#)

[SGLI](#)

[VGLI](#)

[Survivor Benefits Plan](#)

[Medical Benefits Overview](#)

[Navy Medicine](#)

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› Personnel Conduct and Separations

Navy Personnel Command > Career Info > Personnel Conduct and Separations



Pers 831 - Officer Programs

Pers 832 - Enlisted Performance and Separations Branch

Primary authority on enlisted favorable & unfavorable separations.

Pers 833 - Post Selection Board Matters and Security Branch

Reviews investigative files for adverse or potentially adverse information.

Pers 834 - Officer Performance and Separations Branch

Primary authority on officer administrative separations and adverse performance matters.

Pers 834F - Unqualified (Favorable) Officer Resignations Branch

Primary authority on unqualified resignations, release from active duty (RAD) requests, Interservice Transfer (IST) requests, and contingent resignations.

Pers 835 - Officer Retirements

Primary authority on officer retirement matters and officer favorable separations, interservice transfers and release from active duty policies.

Pers 836 - Enlisted Retirements

For information regarding these codes, navigate using your console on the left.

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► Enlisted Separations

Navy Personnel Command > Career Info > Personnel Conduct and Separations > Enlisted Separations

PERS-832

Reception: (901) 874-4433

Send All (Favorable and Unfavorable), Secure and Properly Redacted for PII, Enlisted Administrative Separation cases and correspondence to:
PERS832ADSEPS@navy.mil

Ensure all documents are redacted for **PII IAW BUPERSINST 5211.6**. When submitting a report via e-mail or traditional mail, please ensure your input is sanitized for PII. We are required to reject any report containing sensitive PII. At a minimum, remove the following prior to delivery to PERS-832:

1. First 5 digits of the social security number
2. Birthdates
3. Home addresses
4. Home phone numbers
5. Personal cell phone numbers
6. Any and ALL third party information

Mail hardcopy correspondence to:

**COMMANDER
 NAVY PERSONNEL COMMAND
 PERS 832
 5720 INTEGRITY DRIVE
 MILLINGTON TN 38055-8320**

NOTE: Please use the NPC Call Center to answer general personnel questions. If they can not field the call they will transfer you to the respective Office of Primary Responsibility.

Favorable Separations

Favorable enlisted separations has cognizance over voluntary separation requests, as well as favorable administrative separation cases. Reasons for separation include: early out requests for education, being in an alien status, pregnancy, conscientious objector, surviving family member, parenthood, physical or mental conditions, personality disorders, and erroneous/defective enlistments.

Unfavorable Separations

The Unfavorable Separations Section is responsible for the receipt, processing, and maintenance of cases involving separations for misconduct. Reasons for separations include: In Lieu of Trial by Court-Martial, Fraudulent Entry into the Naval Service, Minor Disciplinary Infractions, Pattern of Misconduct, Commission of a Serious Offense, Civilian Conviction, Drug Abuse, Drug and Alcohol Rehab Failure, Entry Level Performance and Conduct, Unsatisfactory Performance, Supremacist and Extremist Conduct, Family Advocacy Program Rehab Failure, Fleet Reserve in Lieu of Admin Separation Processing, Detach For Cause, and Physical Fitness Assessment Failure.

Updates

NEW NOTIFICATION SHEET

This is the updated Notification Sheet click below. This is the only form that will be accepted for ADSEP processing.

https://author.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1910-31_Rev06-15.pdf

NEW MEDICAL RELEASE FORM

Medical Release Form (DD2870) can be accessed below

[http://www.mytricare.com/Internet/tric/tri/implib.nsf/\(WebFiles\)/CD90CB14D644565185257A8B00509559/\\$FILE/Authorization%20for%20Disclosure%20of%20Medical%20Information%20\(DD2870\).pdf](http://www.mytricare.com/Internet/tric/tri/implib.nsf/(WebFiles)/CD90CB14D644565185257A8B00509559/$FILE/Authorization%20for%20Disclosure%20of%20Medical%20Information%20(DD2870).pdf)

1. Ensure block 6a. reads "PERS-454"
2. Ensure block 6b. reads "5720 Integrity Drive, Millington, TN 38055-6712"

CURRENT BOARD'S FINDING SHEET

Board's finding sheet can be accessed below on the last page.

References

[Performance and Conduct](#)
 1616 Series

[Discipline \(enlisted\)](#)
 1626 Series

[Detach for Cause \(DFC\)](#)
 1616-010

[Physical Fitness Assessment \(PFA\)](#)
 1910-170

[Unfavorable Separations](#)
 1910 Series

<https://author.public.navy.mil/bupers-npc/reference/ml/persman/1000/1900Separation/Documents/1910-516.pdf>

UPDATED SUBMISSION POLICY

When case is submitted electronically, you will receive a EUSAMS case number to verify receipt. If you do not receive a confirmation number, call the number above to verify that the case was received.

If cases are incomplete and missing critical documents, commands will be given a 7 day grace period. If documents are not submitted to PERS-832 within 7 days, the cases will be closed out and will need to be resubmitted in its entirety for processing.

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► Transition Assistance

Navy Personnel Command > Career Info > Transition



Transition assistance services provide separating and retiring servicemembers and their families with the skills, tools and self-confidence necessary to successfully re-enter into the civilian work force and/or seamless transition from the active component (AC) to the Reserve Component (RC) that encourages a lifetime of Navy service.

The Career Transition Office (CTO) supports the rapid and seamless transition of members from the AC to the RC that encourages a lifetime of Navy service. The CTO is the central access point for favorable resignations, POCRB, 2xFOS, recalled officers and SELRES C-Way approved Sailors for transitioning to the Navy Reserve.

For more information on transition programs, please choose the applicable link/s to the left.

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» Command Career Counselors

Navy Personnel Command > Career Info > Transition > Command Career Counselors

CCCs

Below are frequently asked questions and concerns by Command Career Counselors (CCC) regarding the transition process from the Active Duty Component to the Reserve Component (AC2RC), and the process to affiliate service members into the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) in order to satisfy the reserve obligation requirement for Involuntary Separation Pay (ISP). If you require additional assistance after viewing this information, please contact our office to speak to an Enlisted Transition Assistant at (901) 874-4108.

Q: What role does the Career Transition Office (CTO) facilitate in the Enlisted AC2RC transition process?

Answer: The CTO facilitates the transition of enlisted service members approved through Career Waypoints (C-Way) and the Delayed Affiliation Program. CTO serves as a conduit between the active separation authority and the Navy Operational Support Centers (NOSCs). The CTO will make the transition as smooth as possible by streamlining the transition process.

Q: What instruction governs the Enlisted AC2RC process?

Answer: Please reference **MILPERSMAN 1306-1501**, the governing instruction on the enlisted AC2RC transition via the CTO.

Q: What do I need to do to start the process?

1. The Command Career Counselor must submit a SELRES C-Way Reenlistment.
2. Once approved, submit the service member's Reserve Affiliation Screening Checklist (NAVPERS 1306/97) to cto.enlisted@navy.mil. CCC should contact the CTO at (901) 874-4108 or cto.enlisted@navy.mil if they do not have these documents.
3. Complete and submit any other affiliation paperwork as determined by the CTO. The documents must be emailed to begin the transition process. The CTO will provide a signed Reserve contract and bonus page 13's (if necessary).
4. Up to 21 days after the service member's separation date, they will receive orders and transition package via their Transition Assistant (TA), carbon copying their new command.
5. Once the service member receives orders, they are directed to contact their NOSC via e-mail to confirm their first drill date.

Q: How does the service member apply for a SELRES quota if they currently have an approved Active Duty quota?

Answer: Refer to MILPERSMAN 1306-1501 for information on returning an Active Duty quota to apply for a SELRES quota.

Q: When does the SELRES C-Way Reenlistment quota expire?

Answer: 60 days after a Sailor's EAOS.

Q: Will the service member be able to stay in their current rate when they transition into the Navy Reserve?

Answer: Current manning levels play an essential role in determining if the service member will be able to stay in their current rate upon transferring into the reserve component. The service member's approval letter will indicate if the service member can remain in-rate or if a rate conversion is required. You can contact a SELRES Enlisted Community Manager for more information about manning at (901) 874-4511.

Q: How do I find out the current manning levels for different rates in the Navy Reserves?

Answer: Click the following link to view the SELRES Career Reenlistment Objectives, which provides current manning levels for the Navy Reserve.

<http://www.npc.navy.mil/bupers-npc/enlisted/community/selres/Pages/default2.aspx>

Q: How do I find out if the service member qualifies for an affiliation bonus?

Answer: Refer to the current NAVADMIN that governs affiliation bonuses or the Navy Reserve Homeport link provided below. This link provides the most current information regarding reserve enlisted incentives, bonus policy, and information regarding current enlisted bonus eligibility. You can also contact the CTO directly.

https://private.navyreserve.navy.mil/cnrfc/n-codes/n1/cnrfc_n112/SitePages/Home.aspx

Q: What Reserve benefits are available to the service member when they transition from AC2RC?

Answer: Click the following link for more information regarding Reserve Affiliation Benefits, which provides in-depth information about Transitional Assistance Management Program (TAMP), financial incentives, Reserve Retirement, education, and Post 9/11 GI-Bill utilization and transferability:

<http://www.public.navy.mil/bupers-npc/career/transition/Pages/ReserveAffiliationBenefits.aspx>

Q: If the service member doesn't go through the Career Transition Office to join the Selected Reserves, what other option do they have to join?

Answer: If the service member is denied a SELRES C-Way Reenlistment quota after all "looks" have been exhausted, or their quota has expired, the service member will have to contact their local [Navy recruiter](#) to affiliate with the Navy Reserve.

Q: What website can I reference to get more information about the SELRES community?

Answer: Follow this link for information about the SELRES. This link provides information regarding the organizational categories that further define commitment status and responsibilities associated with joining the Navy Reserve:

<http://www.npc.navy.mil/bupers-npc/officer/communitymanagers/reserve/selres/Pages/default.aspx>

Q: How can I get in contact with the Career Waypoints Helpdesk?

Answer: C-WAY Help Desk: (901) 874-2102; DSN 882-2102 or 882-5672; or career_waypoints@navy.mil.

Q: How can I get in contact with a SELRES Enlisted Community Manager or a Technical Advisor?

Answer:

SELRES Head ECM: (901) 874-4511, DSN 882-4511

SELRES ECM LCPO: (901) 874-2918 DSN 882-2918

Technical Advisor for: Information Dominance, HM, and LN: (901) 874-3761 DSN 882-3761

Technical Advisor for: Admin and Supply Rates: (901) 874-4508 DSN 882-4508

Technical Advisor for: Seabees, MA's, and SPECWAR/SPECOPS Rates: (901) 874-2260 DSN 882-2260

Technical Advisor for: Surface Rates: (901) 874-4902 DSN 874-4902

Technical Advisor for: Aviation Rates: (901) 874-2493 DSN 882-2493

Q: Must Sailors being separated under involuntary conditions affiliate as a drilling reservists to receive Involuntary Separation Pay (ISP)?

Answer: No. Affiliating in the IRR satisfies a member's reserve obligation requirement for ISP.

Q: How does a Sailor apply for ISP?

1. Once the Sailor has been notified of involuntary separation (C-WAY, HYT, etc), the Personnel Support Detachment (PSD) Representative will verify the member's eligibility in accordance with **OPNAVINST 1900.4, MILPERSMAN 1920-030, 1920-040, 1910-050**.

2. For Sailors that meet all requirements other than reenlistment, the Sailor's command will forward the signed original of the Agreement to Serve, on NAVPERS 1070/613 to the supporting PSD/Personnel office for completion of the Certificate of Release or Discharge from Active Duty (DD-214) and inclusion of the NAVPERS 1070/613 into the Official Military Personnel File (OPMF).

3. Commands will facilitate the verification of a working copy of DD-214/DD-214 (Service-2 copy). Upon completion of the DD-214 verification, commands will forward a signed copy of NAVPERS 1070/613 (Agreement to Serve), C-WAY denial letter/Separation authorization (where applicable), and verified working copy of the DD-214/DD-214 (Service-2 copy) to NAVPERSCOM (PERS-93) via email: ISP@navy.mil. Please notify PERS-93 if and when the member will be going on terminal leave. An IRR Counselor can also be reached at 1-800-535-2699 or IRR_Counselor@navy.mil for additional assistance.

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► Transition GPS

Navy Personnel Command > Career Info > Transition > Transition GPS

TRANSITION GPS

Formerly known as Transition Assistance Program (TAP)

Transition GPS provides separating/retiring service members and their families with the skills, tools and self-confidence necessary to successfully re-enter into the civilian work force.

Transition GPS Brief (April 2016)

The goal of the program is to provide professional career development resources throughout the career lifecycle. Per [OPNAVINST 1900.2 \(Series\)](#) and [Veterans Opportunity to Work \(VOW\) to Hire Heroes Act of 2011](#), every service member is eligible for and will have full access to transition services and must meet Career Readiness Standards (CRS) prior to separation.

VOW Compliance Reports

NSIPS Analytics, using the Navy Retention Monitoring System (NRMS), now provides the capability to report and analyze active and reserve, officer and enlisted GPS data via ad hoc and standardized reports down to the UIC level.

[GPS Reports Screenshots](#)

[CIMS GPS Tracking Screenshots](#)

- **Directive Type Memorandums (DTM):** [12-007 CH2](#)
- **NAVADMINS:** [334/12](#); [53/13](#); [187/13](#); [154/14](#); [243/14](#); [030/15](#)
- Pre-separation Counseling (DD Form [2648](#), [2648-1](#))
- Individual Transition Plan (ITP) Forms:
 - [DD Form 2958](#) - service member's ITP checklist
 - [ITP Block 1](#): needs, finances, training, certification;
 - [ITP Block 2](#): employment;
 - [ITP Block 3](#): higher education.
 - [ITP Block 4](#): technical training (optional);
 - [ITP Block 5](#): entrepreneurship (optional);
 - [ITP Block 6](#): transition timeline (optional)

Career Readiness Standards (CRS)

The ITP Checklist (DD Form 2958) will be required to provide documentation of meeting the following readiness standards to a transition counselor and command representative prior to separation. These standards are designed to increase abilities to successfully overcome any challenges that may be faced in pursuit of choosing a career path.

Common Readiness Standards Applicable to All Career Paths

- Attend pre-separation counseling
- Complete pre-separation counseling checklist DD Form 2648 / DD Form 2648-1
- Register for VA Benefits (eBenefits)
- Prepare a post-separation, 12-month budget reflecting personal and family goals and obligations
- Complete assessment profiler
- Evaluate opportunities presented by continuing military service in a Reserve Component
- Crosswalk military skill set to civilian skills (MOS crosswalk) to include an evaluation of the demand for those civilian skills within the potential relocation destinations
- Identify and document requirements and eligibility for licensure, certification and apprenticeships at the potential relocation destinations
- Complete the ITP and provide documentation of meeting the Career Readiness Standards for the chosen career path

Employment Readiness Standards

- Complete a job application package or receive a job offer
- Receive a DoD Gold Card Certificate for Department of Labor (DOL) American Job Centers

Education and Technical Training Readiness Standards

- Complete a comparison of academic or training institution choices

Related Documents

- [CDB Military Life Cycle Fact Sheet](#)
- [Officer Military Life Cycle Fact Sheet](#)
- [CO's Guide for TAP](#)
- [CNRFC TGPS Guidance](#)
- [Plain Talk for Sailors](#)
- [FAQ](#)
- [Pre-Sep 2648 Counseling Guide](#)
- [Access DMDC TAP Online Tool](#)
- [SAAR DD Form 2875](#)
- [Capstone SOP](#)
- [Capstone Presenter's Guide](#)
- [Instructions on uploading Transition Checklist PDF](#)
- [RC TGPS SOP](#)
- [eBenefits Fact Sheet](#)
- [Transition Assistance for Military Personnel \(DoDI 1332.35\)](#)
- Related Links**
- [Reserve Affiliation Benefits](#)
- [Transition GPS Reserve Video](#)
- [Onet Resource Center](#)
- [VA eBenefits](#)
- [VMET Welcome](#)
- [Annual Credit Report](#)
- [DOL Gold Card](#)
- [Assessment Profiler](#)
- [Stars and Stripes Transition Guide](#)
- [CNIC Transition GPS Guidance](#)

- Prepare and submit an Education Application or Technical Training Package (e.g., submit application to academic institution and/or provide an acceptance letter)
- Schedule one-on-one counseling with the academic advisor from the institution being attended
- Connect with the Student Veteran Organization at the chosen institution

Transition GPS Includes

- Pre-sep counseling; ITP preparation; military to civilian crosswalk; VA benefits briefing; financial planning support and job search skills building workshop provided by DOL.
- These elements are presented in a 5-day period and work together to incorporate post military CRS, which will better equip service members for transition into civilian life.
- Personnel should attend Transition GPS with the following required prerequisites:
 - Completed DD Form 2648/ DD Form 2648-1
 - VA E-benefits registration information (DSLogon)
 - ITP template (with a block 1 initiated to the best ability of separating service members)
- In addition, to assist service members in meeting Career Readiness Standards (CRS) and to obtain the most benefit from the course, it is recommended they bring the following documentation for their own personal use during various modules of the class:
 - Copy of Career Interest Assessment from O*Net "Interest Profiler"
 - Copy of Verification of Military Experience and Training (VMET)
 - Most recent LES
 - Copy of Evals/FITREPS
 - SMART transcript and training record
 - Copy of credit report

CAPSTONE Event: A transition program culminating event that verifies the service member meets the CRS and the service member has a viable plan for transition and connects them with external agencies that can offer additional assistance to ensure a successful transition to civilian life.

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» Career Development

Navy Personnel Command > Career Info > Career Counseling > Career Development

Career and Professional Development

In today's Navy, Sailors are expected to take ownership of their own careers and professional development. To support their efforts and to ensure Sailors are afforded every possibility for success, Career Counselors must ensure that Sailors are thoroughly familiar with and use their Navy Career Tools. If Sailors do not use them they will miss the opportunities and advantages provided for them.

Use links provided below to access more Information and supporting resources.

IMPORTANT: Recent studies indicate most Sailor personnel records are Inaccurate and Incomplete. At a minimum, all Sailors should conduct an inventory review of their OMPF and ESR as soon as possible. Thereafter, Sailors should review both records at a minimum of once per year.

View Sailor Career Toolbox Resources

[\(NPC\) Career Toolbox](#)

[\(NPC\) Plain Talk \(series\)](#)

View Career Management Resources

[\(NPC\) CMS-ID](#)

[\(NPC\) Enlisted Detailing](#)

[\(NPC\) C-WAY Reenlistment](#)

View Personnel Records Resources

[\(NPC\) Records Management](#)

[\(NPC\) Personnel Records](#)

[Conduct Record Review \(user aid\)](#)

View Enlisted Advancement Resources

[Advancement Manual](#)

[MILPERSMAN 1400 \(series\)](#)

[\(NPC\) Advancement](#)

[\(NPC\) Selection Boards](#)

[\(NKO\) Navy Advancement Center](#)

[\(NKO\) LaDR](#)

View Certs & Quals Resources

[Navy COOL](#)

[USMAP](#)

[\(NKO\) POS, including Enlisted Warfare](#)

View Commissioning Programs Resources

[OPNAVINST 1420.1 \(series\)](#)

[STA-21](#)

[Naval Academy](#)

[Merchant Marine Academy](#)

[Uniformed Services University](#)

[MECP](#)

[MSCIPP/PA](#)

[OCS](#)

[\(NPC\) LDO/CWO](#)

View Education Resources

[\(NPC\) Education Opportunities](#)

[Navy College](#)

[Tuition Assistance](#)

[Virtual Education Center](#)

[GI Bill](#)

[DANTES](#)

[SOCNAV](#)

[NCPACE](#)

[Rating Roadmaps](#)

View Special Programs Resources

[MILPERSMAN 1306 \(series\)](#)

[\(NPC\) Shore Special Programs](#)

[\(NPC\) Sea Special Programs](#)

[HARP](#)

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► Separate/Retire

Navy Personnel Command > Career Info > Career Counseling > Separate/Retire

Separation and Retirement (Transition Assistance)

Federal law requires that all Sailors receive transition assistance. Services provided help ensure that separating/retiring Sailors and their families have the skills, tools and self-confidence necessary to re-enter the civilian work force and/or seamlessly transition from Active Component to Reserve Component successfully.

IMPORTANT: Per NAVADMIN 300/11, CCCs are required to use and transmit the JAN 11 version of the Pre-Separation Counseling Checklist (DD Form 2648) and Transition Assistance Program (TAP) checklist for Deactivating/ Demobilizing Reserve Component service members (DD form 2648-1) via Defense Manpower Data Center's (DMDC) TAP online data entry tool located at <https://www.dmdc.osd.mil/tapl/>.

To obtain access to DMDC/TAP:

- Complete SAAR Form DD 2875 (revised AUG 09)
- Complete Parts I (Block 11 MUST be digitally signed using your CAC), II and III
- Email completed SAAR to tom.albert@navy.mil or david.greene@navy.mil

Retirement calculators for **Active Duty** and **Reserve** are available.

View Transition Assistance Resources

[\(NPC\) Enlisted Separations](#)
[\(NPC\) Transition Assistance](#)
[\(NPC\) Reserve Affiliation](#)
[\(NPC\) Retirements](#)
[\(NPC\) Career Status Bonus \(CSB\)](#)
[Survivor Benefit Plan \(SBP\)](#)
View T-GPS Resources
[\(NPC\) Transition Assistance Program](#)
[\(CNIC\) GPS](#)
[NAVADMIN 300/11](#)
[DMDC/TAP login](#)
[eBenefits](#)

View Retirement Ceremony Resources

[Ceremony Locations](#)
[Flag Flying](#)
[Navy Ceremonial Music](#)
[LOA \(Presidents\)](#)
[LOA \(Governors\)](#)
[LOA \(MCPON\)](#)
View Retirement References
[MILPERSMAN 1800 \(series\)](#)
[\(NPC\) "5 TIPS" to Submit a Fleet Reserve](#)

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» Career Counseling

Navy Personnel Command > Career Info > Career Counseling



Welcome to a community created specifically for the Command Career Counselor (CCC). The CCC serves as the critical link between an individual Sailor, his or her command, and supporting Navy organizations, including Navy Personnel Command (NPC). On behalf of the Commanding Officer, the CCC is responsible for managing the Navy Enlisted Retention and Career Development Program within his or her command. Assigned to a position of great trust, the CCC reports directly to the Executive Officer via the Command Master Chief, Chief of the Boat, or Senior Enlisted Leader.

CCC Toolbox - As a CCC, you are required to access and use a "toolbox" of online systems to support Sailors, Sailor careers, and command career information programs. Here is the list of online tools:

- Career Information Management System (CIMS)
- Career Management System-Interactive Detailing (CMS-ID)
- Career Waypoint System (C-WAY)
- Defense Manpower Data Center (DMDC) (DD Form 2648, 2648-1)
- Fleet Training Management and Planning System (FLTMPS)
- Navy Enlisted Advancement System (NEAS)
- Navy Retention Monitoring System (NRMS)
- Officer Personnel Information System (OPINS)
- Transaction Online Processing System (TOPS)

If you do not routinely use ALL of the applications listed above, both you and your Sailors will miss the many opportunities and advantages provided.

- Use links at the bottom left to access each system.
- Use the **CCC Toolbox information sheet**, located on the **NPC CCC Toolbox** page, to establish user accounts and identify required tasks.
- Use links at the bottom right to access user aids, references and resources helping you fulfill your CCC duties and responsibilities.

Please send feedback and recommendations for improvement to this website and its contents to PO1(SW/AW) Seth Hoppe at seth.hoppe@navy.mil.

Link to CCC Tools

[BUPERS ONLINE \(BOL\)](#)

[BUPERS ONLINE \(BOL\) Access Letter Sample](#)

[CIMS \(via NSIPS\)](#)

[CMS-ID](#)

[C-WAY](#)

[DMDC](#)

[FLTMPS](#)

[NEAS](#)

[NRMS \(via NSIPS\)](#)

[OPINS \(via MIAP\)](#)

[TOPS](#)

[Transition GPS](#)

Command Career Counselor References

[***NEW*** CC Handbook, NAVPERS 15878L](#)

[OPNAVINST 1040.11D](#)

[Conversion to Navy Career Counselor Rating \(Less CRF\) MPM 1440-020](#)

[RC to AC / AC to RC Augmentation Program](#)

[Class 'A' School Entry and Requirements](#)

Command Career Counselor Email Tree

[TYCOM/ISIC Contact List](#)

View Career Tools' user aids

[\(NPC\) CCC Toolbox](#)

[\(NPC\) 5 Tips \(series\)](#)

[\(NPC\) Plain Talk \(series\)](#)

View NPC Web Resources

[\(NPC\) CMS-ID](#)

[\(NPC\) ESR](#)

[\(NPC\) NSIPS](#)

[\(NPC\) OPINS](#)

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» C-WAY

Navy Personnel Command > Career Info > Career Counseling > C-WAY

Career Waypoints (C-WAY)

FAQs for Extension of Enlistments to Complete Prescribed Sea Tour for First Term Personnel

The **Career Navigator (C-NAV) Program** promulgates policy affecting enlisted career management and identifies processes designed to promote Sailor involvement in their careers. C-NAV encompasses the following Navy informational technology (IT) systems:

- **Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE)**
- **Navy Standard Integrated Personnel System (NSIPS)**
- **Career Information Management System (CIMS)**
- **Career Management System Interactive Detailer (CMS-ID)**
- **Career Waypoints (C-WAY)**

The **Career Waypoints (C-WAY)** system is a corporate Information Technology system which provides a mechanism for matching personnel inventory to requirements with the best performing Sailors. It serves as a service continuum system and is designated as a long-term force management tool, balancing manning across rates, ratings, Active Component (AC), Full Time Support (FTS), and Reserve Component (RC) through Bureau of Naval Personnel (BUPERS) control of the reenlistment and enlistment contract extension quotas.

The following enlisted career management processes are supported by the C-WAY system:

- **Reenlistment** – Applies to Sailors E3 to E6 with 14 years or less of active service between Active Duty Service Date (ADSD) and Expiration of Active Obligated Service as Extended (SEAOS) requesting authorization to either reenlist or execute a Short Term Extension (STE) when required. C-WAY automatically generates most reenlistment applications for Sailors 12, 11, and 10 months prior to Projected Rotation Date (PRD) who have less than 24 months between PRD and SEAOS and for Sailors 13 to 6 months prior to SEAOS. See NAVADMIN 021/13 and 150/13 below. Lateral conversion for Active Component (AC) and Full Time Support (FTS) and transition between AC and FTS will be submitted during the Sailors' Reenlistment looks.
- **PACT Designation** – C-WAY PACT Designation (Professional Apprenticeship Career Track) auto-generates partially populated applications for PACT Sailors who are eligible for rating designation via Navy Wide Advancement Exam (NWAEE), class "A" school, or Direct Rating Entry Designation (RED), or apprenticeship change. See MILPERSMAN 1306-611 for details.
- **Conversion** – Reserve Component (RC) Sailors who desire lateral conversion will apply via the Conversion module in C-WAY. See MILPERSMAN 1440-010, BUPERSINST 1001.39 (Series), and NAVADMIN 150/13 below.
- **Transition between Reserve Component and Active Component (AC) or Full Time Support (FTS)** – RC2AC transition requests are incorporated into C-WAY. Additionally, SELRES and Voluntary Training Unit (VTU) Sailors use C-WAY to apply for both in-rate and conversion into ratings with available AC and FTS quotas, provided they meet program requirements. See NAVADMIN 150/13 below.
- **Reclassification** – Utilized by the Production Management Office to reclassify AC and FTS Sailors attriting from Recruit Training Command (RTC) and class "A" school training.
- **Job Opportunities in the Navy (JOIN)** – Applies to all Sailors, matching Sailors interests with their aptitudes. To take the Survey go to <https://join.sscgo.nmci.navy.mil/>

Find references supporting individual C-WAY processes, below on the right.

Points of Contact

- C-WAY Help Desk: (901) 874-2102; DSN 882-2102 or 882 5672; or career_waypoints@navy.mil
- NPC Customer Service: (866) 827-5672; DSN 882 5672; or cscemail@navy.mil
- **IMPORTANT:** When emailing information to the help desk, ensure PII information is encrypted. Send Rate/Rating, First and Last Name, and UIC data only. ailing information to the help desk, ensure PII information is encrypted. Send Rate/Rating, First and Last Name, and UIC data only. **Do NOT send full or partial SSN! Do NOT put this information in the Subject line of the email.**
- Help improve C-WAY functionality by emailing your detailed feedback to the Help Desk.

Monthly Updates

[CNAV Skill Set \(February 2017\)](#)

[PACT Quotas \(May 2017\)](#)

View C-NAV Program References

[NAVADMIN 149/13](#)

[NAVADMIN 150/13](#)

View C-WAY System References

[C-WAY Reenlistment Application Table](#)

[C-WAY System Login](#)

[C-WAY User Guide \(Updated 12 Dec 2016\)](#)

[SAAR-N for CWAY](#)

[SAAR-N Instructions for C-WAY](#)

View Reenlistment References

[MILPERSMAN 1160 \(series\)](#)

[MILPERSMAN 1306 \(series\)](#)

[C-WAY Business Rules \(24 June 2016\)](#)

[NAVADMIN 021/13](#)

[Skill Set Explained](#)

[Critical NEC Listing \(19 May 2014\)](#)

[Short Term Extension \(STE\) and C-WAY](#)

[C-WAY and NJP for Chain of Command](#)

[Class "A" School and Rating Entry Requirements](#)

View PACT Designation References

[PACT Manning within Command](#)

[JOIN Survey](#)

[C-WAY Auto Approval Process](#)[C-WAY Auto Approval FAQ's](#)[C-WAY FAQs](#)[C-WAY-REEN-SEAOS Timeline](#)[C-WAY-REEN-PRD Timeline](#)[C-WAY Quick Reference Guide for CPO](#)[CCC Return Quota Instructions](#)[MILPERSMAN 1306-611](#)**View Conversion References**[MILPERSMAN 1440-010](#)[MILPERSMAN 1440-011](#)**Link to Supporting Resources**[OASC](#)[ASVAB](#)[DLPT](#)[\(NPC\) SRB](#)

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